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Maintenance of Supplies and Equipment
THEATER SUSTAINMENT MAINTENANCE PROGRAMS

***This pamphlet supersedes AK Pam 750-7, dated 28 October 2010.**

FOR THE COMMANDER:

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Summary. This pamphlet provides guidance and establishes procedures for the operation and management of Eighth Army's sustainment maintenance programs. These sustainment programs involve both supply and maintenance programs and are designed to assist units to maintain readiness posture above Department of Army goals.

Summary of Changes. This Army in Korea (AK) Pamphlet (Pam) replaces the AK Pam 750-7, dated 28 October 2010, and revises the program by removing the Repair Cycle Float (RCF) procedures, adding information and guidance for the War Reserve Sustainment Stock (WRSS) program and establishing two processes for submitting equipment to Theater Sustainment Repair Program (TSRP). The two submission processes are Supply Transaction in which a one-for-one replacement is provided or Maintenance Transaction in which the unit opens a maintenance work order through the Brigade Support Battalion (BSB)/Sustainment Brigade (SBDE) that supports the unit to Materiel Support Center – Korea (MSC-K)'s Maintenance Directorate.

Applicability. This pamphlet applies to all Eighth Army units and all other U.S. forces, which draw support from Eighth Army under Intra-Service Support Agreement (ISSA). It discusses policies, responsibilities, procedures, and guidelines.

Supplementation. Supplementation of this pamphlet and establishment of command and local forms are not authorized without prior approval from Eighth Army G4 (EAGD) Unit #15236, APO AP 96205-5236.

Forms. AK forms are available at

http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm

Records Management. Records created as result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Record Information Management System website <http://www.arims.army.mil>.

Suggested Improvements. Users of this pamphlet are invited to send comments and suggestions for improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Eighth Army G4 (EAGD) Unit #15236, APO AP 96205-5236.

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Chapter 1

Introduction

1-1. Purpose

To provide guidance and define specific policies and procedures related to the operation and management of Eighth Army sustainment maintenance programs.

1-2. References

Required publications and forms are listed in appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in the regulation are explained in the glossary.

1-4. General

The Eighth Army Theater Sustainment Maintenance Program is designed to maintain and support unit readiness of Class VII and limited Class II items directed by the Eighth Army Commanding General. The Program includes the Theater Sustainment Repair Program (TSRP), which is scheduled by 19th Expeditionary Sustainment Command (ESC) and the funds allocated by Eighth Army, and the Theater Sustainment Repair and Return Program (TSRR), which is unscheduled and normally funded by the owning unit. The Theater Sustainment Maintenance Program will not be used as a substitute for routine "Field" maintenance required to be performed by Eighth Army organizations.

Chapter 2

Theater Sustainment Repair Program (TSRP) & Theater Sustainment Repair and Return Program (TSRR)

2-1. Theater Sustainment Repair Program (TSRP)

a. Categories and types of equipment authorized for nomination to TSRP are listed in Appendix C of this AK Pamphlet. 19th ESC SPO will provide an annual notice to units of all equipment models authorized under the program but exceed the capability or authorization of Materiel Support Center – Korea (MSC-K) to repair. 19th ESC will consider the Total Logistics Response Time - Maintenance (TLRT-M), MSC-K Turn Around Time (TAT), the impact on Operational Readiness for each type of equipment, projected funding availability and MSC-K projected man-hours availability when planning and scheduling the following Fiscal Year (FY) TSRP inductions.

b. Based on usage/readiness data obtained from the Logistics Integrated Warehouse (LIW), input provided by customer units and other factors listed in paragraph 2-1a, 19th ESC SPO will coordinate with MSCs for a final list and establish an induction schedule that includes as a minimum the NSN, equipment serial number, owning unit and scheduled induction month.

c. Eighth Army program goal is that all equipment submitted to TSRP be through a supply transaction. Maintenance transactions will only be used when a War Reserve Sustainment Stocks (WRSS) asset is currently not available to support scheduled induction.

d. Equipment will be inducted in TSRP either as a Supply Transaction in which a one-for-one replacement is provided or as a Maintenance Transaction in which the unit opens a maintenance job order through the BSB/SBDE that supports the unit to MSC-K's Maintenance Directorate. Units will be notified by 19th ESC no later than (NLT) 45 days prior to induction on what procedure to

use for each scheduled piece of equipment. Equipment inducted into TSRP as a maintenance action will be returned to the unit upon completion of repairs.

(1) TSRP Supply Transaction. Use procedures in Appendix D.

(2) TSRP Maintenance Transaction. Use procedures in Appendix E.

e. 19th ESC SPO will identify and report to Eighth Army G4 SPO units that fail to turn-in their assets by the scheduled induction date. Those units' commanders who failed to turn-in their assets will reply by endorsement (RBE) through their MSC and 19th ESC Support Operations to Eighth Army G4.

f. All equipment turned in to TSRP will be complete (original configuration) except for the items that are allowed (in accordance with Appendix D or E) to be removed and retained by the unit. Units will reimburse MSC-K for all missing parts/components not specifically exempted from turn in (e.g., BII, bows, racks, canvas/vinyl tops, web straps, etc.). Equipment that is authorized and modified to meet unit's mission requirement must be clearly identified on the equipment work order to avoid unnecessary charges to the unit due to the authorized modification. Prior notification to 19th ESC TSRP representatives is required when WRSS replacements require modification or painting prior to shipment to the unit.

g. MSC-K will process a Supply Deficiency Report (SDR) if the total cost of missing items exceeds \$500.00. Units will have 15 days from SDR notification to resolve the matter of missing parts. If the customer unit fails to resolve the matter within the allotted 15 days, MSC-K will forward a copy of the SDR and Technical Inspection (TI) under a letter of transmittal to 175th Finance with a duplicate copy to the MSC RM office. 175th Finance will process a cost transfer from the customer unit to MSC-K for the total amount of the SDR.

2-2. Theater Sustainment Repair Program (TSRP) Responsibilities

a. Eighth Army G-4 will:

(1) Have overall staff oversight responsibilities, provide command guidance, establish priorities for TSRP, and monitor the TSRP process adherence as outlined within this publication.

(2) Designate the 19th ESC SPO as the central POC for management of TSRP execution.

(3) Approve the FY TSRP requirements developed and submitted by 19th ESC SPO and work with Eighth Army Resource Management to fund TSRP.

(4) Endorse the 19th ESC developed "Request for War Reserve Sustainment Stock (WRSS)" release from AMC and inform USARPAC and HQDA G4 of required WRSS transactions 55 days prior to the anticipated WRSS release. Provide 19th ESC SPO with AMC approved WRSS transactions when received.

(5) Concur with or disapprove all Maintenance Expenditure Limit (MEL) waiver requests and forward concurrence to USARPAC G4 for final approval.

(6) Review and endorse the next FY TSRP requirements and 5 Year TSRP projections and forward that listing through USARPAC to HQDA NLT 15 Feb.

b. 19th ESC SPO will:

(1) Plan, program, schedule, monitor the execution, and serve as the central POC for TSRP. Enforce policy and procedures to ensure unit compliance.

(2) Request, review, and validate unit requirements. Coordinate all unit requirements with 19th ESC SPO Item Managers, MSC-K, and higher headquarters. Develop the next FY TSRP and 5-Year TSRP projection requirements NLT 1 Feb of each year.

(3) Provide analysis for equipment pending MEL and submit a memorandum with a recommendation for approval/disapproval through Eighth Army G4 to USARPAC G4. The analysis will:

(a) Determine feasibility to repair or not repair MEL'ed equipment.

(b) Determine if a RESET program is available for MEL'ed equipment.

(c) Determine the availability of replacements in OCONUS and CONUS.

(d) Determine the density and authorization of MEL'ed equipment within the supported MSC.

(e) Balance the MEL'ed equipment against the unit's overall operational readiness rate for all pacing items.

(4) Distribute to each MSC and MSC-K the approved FY TSRP Master Induction Schedule NLT 1 April of each year.

(5) Advise MSC-K when TSRP requirements exceeds projected available man-hours.

(6) Submit request for withdrawal approval from WRSS for all equipment covered under the DA approved WRSS program NLT 60 days prior to the planned TSRP submission date. Request will be submitted through Eighth Army to AMC for final approval. USARPAC and HQDA G3/5/7 will be courtesy copied.

(7) Provide the TSRP inducting unit a memo identifying if the TSRP induction will be a Supply Transaction or a Maintenance Transaction NLT 45 days prior to a scheduled TSRP induction.

(8) For TSRP Supply Transactions, provide AFSB-NEA the items below in order to receive one-for-one equipment exchanges of approved replacement items from Korea WRSS.

(a) Copy of the open, fully funded TSRP job order initiated by MSC-K RIC: WET to MSC-K Directorate of Maintenance.

(b) Verification/documentation of the fund site, or Military Interdepartmental Purchase Request (MIPR), to cover cost of activation, staging, issue and receipt of exchange equipment.

(c) Memorandum stating that the equipment inducted into TSRP, for which a WRSS or APS asset was received, will be released to APS-4 or Korea WRSS immediately following completion of TSRP. Memo will indicate equipment item data (model, LIN, and NSN) and the UIC of gaining unit.

(9) Provide two weeks advance notice to AFSB-NEA before equipment is scheduled to complete TSRP and returned to APS-4 or Korea WRSS.

(10) Submit through Eighth Army and USARPAC, to HQDA, an approved TSRP induction plan requirements for the next fiscal year and 5-Year TSRP Projection NLT 1 Feb of each fiscal year.

(11) Serve as the liaison between owning units and AFSB-NEA to arrange the transfer of WRSS to the unit. Track the replacement and repair process from release of WRSS asset through the return of like asset to WRSS.

(12) Coordinate with AFSB-NEA as needed to stay current on the status of WRSS assets authorized and on hand.

(13) Task MSC-K to serve as the Eighth Army Equipment Inspection Agent for the inspection of all equipment transferred to and from APS-4/WRSS under the TSRP.

(14) Track TSRP parts expenditures.

(15) Track and manage WRSS storage, issue and acceptance processing funds.

(16) Program TSRP inductions throughout the FY in order to maximize the use WRSS transactions.

(17) Submit W.O. to PCD in the event that a MSC-K stored WRSS asset develops a new fault.

c. MSCs will:

(1) Appoint a primary and alternate POC for the TSRP and forward names, mailing/e-mail addresses and telephone numbers to 19th ESC phone 768-7371/7757/8492. Update the POC list when changes occur and at least semiannually.

(2) Submit their FY requirements for TSRP to CDR, 19th ESC (EANC-DGM-MAD), APO AP 96218-5015 NLT 1 Dec. The requirement will meet the induction guidelines specified in Appendix C.

(3) Submit, in writing, all request for TSRP Induction changes to SPO, 19th ESC (EANC-DGM-MAD), Unit #15015, APO AP 96218-5015.

(4) Submit MEL waiver as required to meet mission requirement and monitor its progress through final decision.

(5) Reimburse MSC-K for missing parts within 15 days of Supply Deficiency Report (SDR) notification. If the customer unit fails to resolve the matter within the allotted 15 days, MSC-K will generate action to 175th Finance Battalion for automatic reimbursement of the SDR funds.

(6) Establish a Logistics Information Warehouse (LIW) LOGIN and PASSWORD via LIW website

<https://liw.logsa.army.mil/index.cfm?fuseaction=login.main&usrlogOut=1> or utilize the regional LIW-Fwd EUSA, Korea website at

<https://liw.korea.army.mil/index.cfm?fuseAction=watchdog.logon>. Units will use these sources to

determine the current status of their equipment prior to requesting status directly from 19th ESC SPO or MSC-K. The UIC used by MSC-K for TSRP and TSRR is "W0C305." Units may use other fields in ILAP to filter for the specific equipment they are looking for. Figure 2-1 and 2-2 are ILAP screens that will appear when you navigate ILAP.

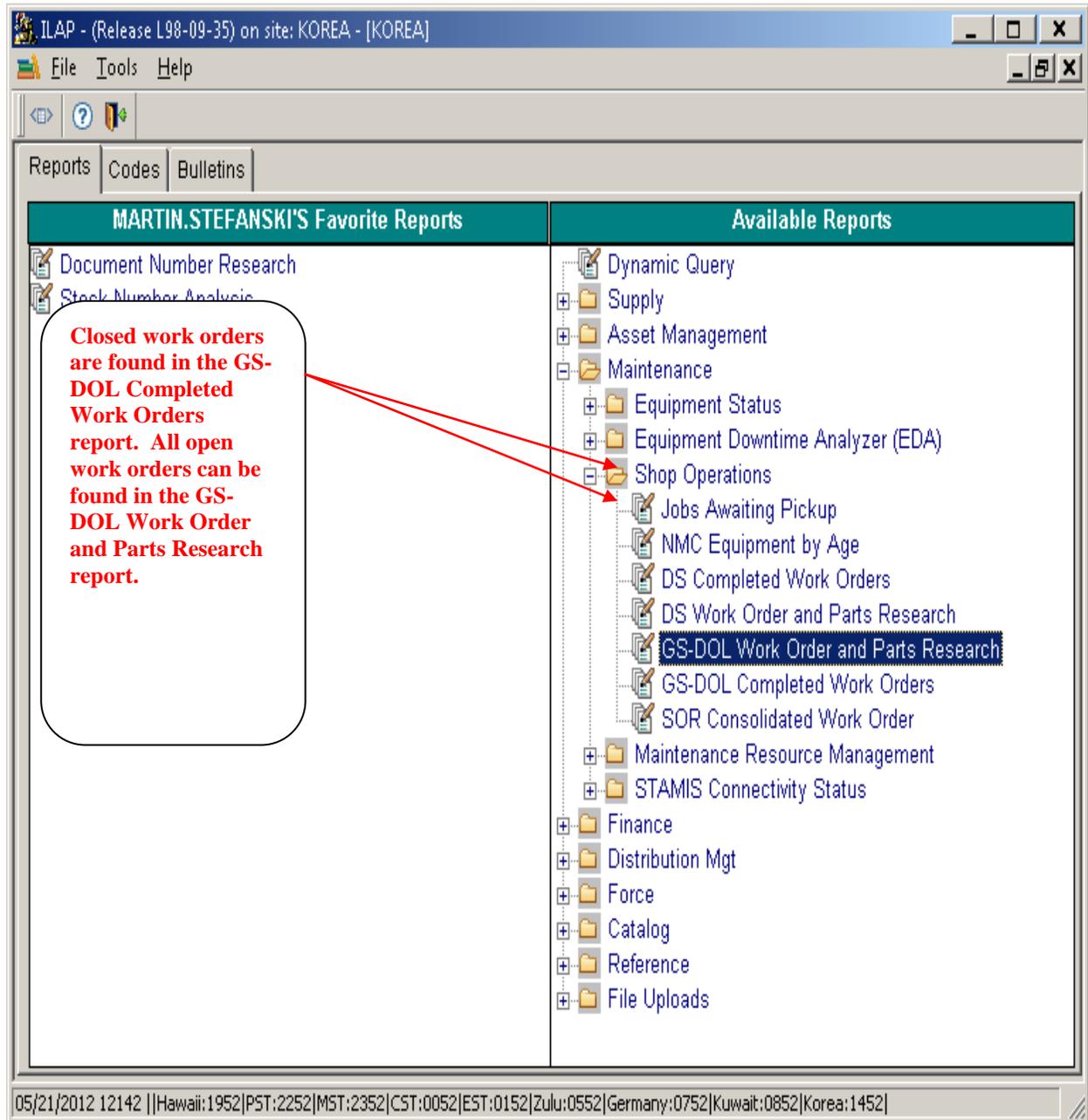


Figure 2-1. GS-DOL Work Order and Parts Research or GS-DOL completed Work Orders reports

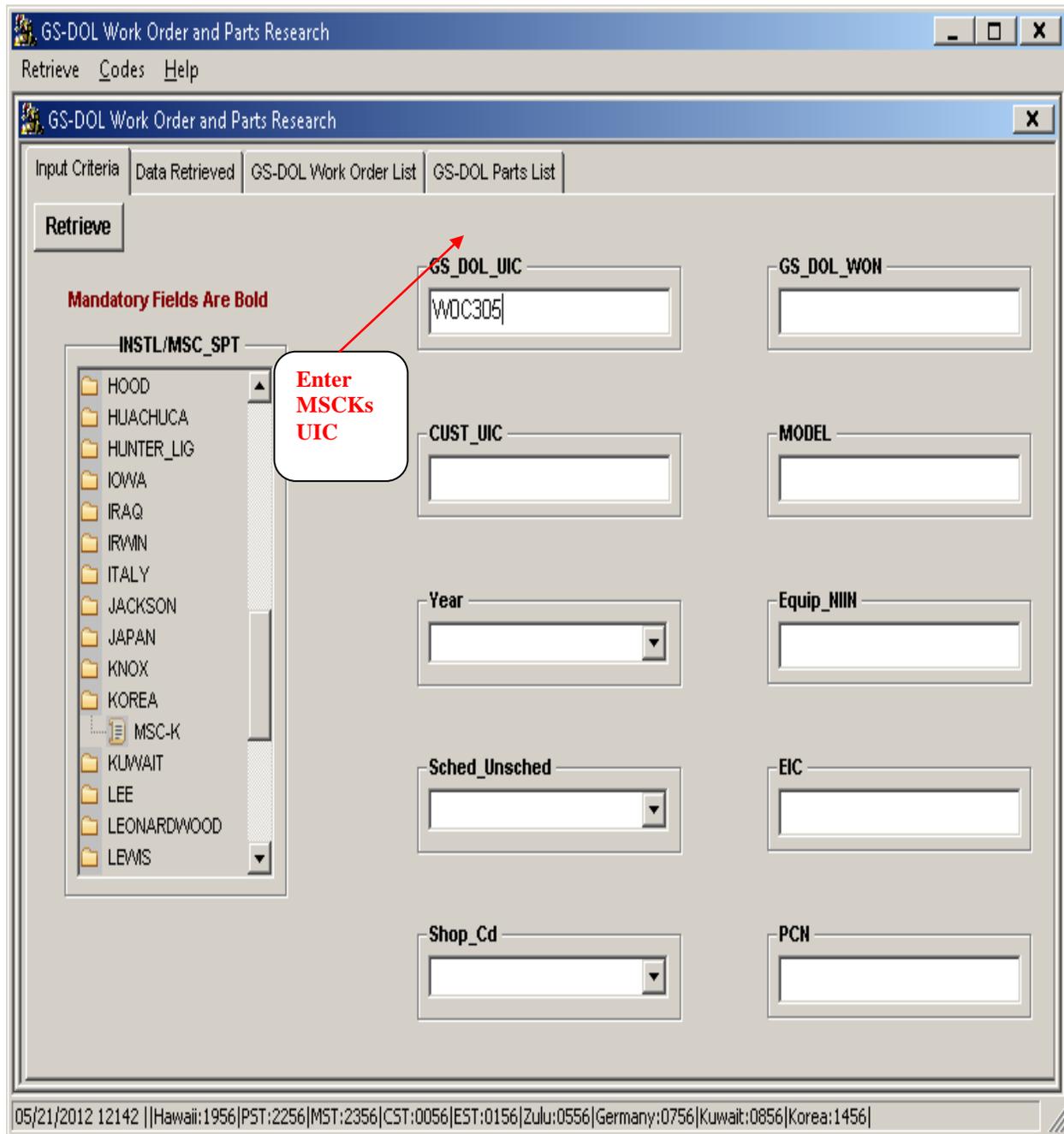


Figure 2-2. Retrieval Criteria is GS-DOL UIC (W0C305)

d. Supporting BSB/SBDE Field Maintenance activity will:

(1) Conduct 100% technical inspection (TI) of the equipment scheduled for TSRP to ensure completeness (IAW Appendixes D and E) and secure equipment to guard against pilferage. This TI should focus primarily on completeness of the submitted equipment to reduce SDR's and to ensure that units do not submit Basic Issue Item (BII) and CEOI items.

(2) Prepare and process Product Quality Deficiency Reports (PQDRs), IAW Appendix F, to MSC-K for the equipment returned from TSRP having maintenance deficiencies. Provide a copy of the PQDR to the 19th ESC SPO MRB, phone 768-7371/7757/8492;

e. Customer Unit will:

(1) Follow procedures listed in Appendix D and E of the AK PAM and special instruction provided by 19th ESC for TSRP submissions. Comply with all additional policies and procedures listed in this AK Pam.

(2) Consider the impact on unit readiness of TAT established by MSC-K (<https://8army.korea.army.mil/G4/g4somr/default.aspx>, select the MSC-K Turn Around Time (TAT) under Shared Documents) for equipment inducted under TSRP Maintenance Action.

(3) If the commander deems it essential, initiate a MEL waiver request to the 19th ESC SPO MRB for equipment determined by MSC-K to exceed the established MEL.

(4) When scheduling equipment, units should consider whether or not the item is available in WRSS, the Total Logistic Response Time-Maintenance (TLRT-M) and MSC-K Turn Around Time (TAT) to determine how long the equipment may be unavailable for use.

Note: All of these documents are available on the Eighth Army G4 portal (<https://8army.korea.army.mil/G4/g4somr/default.aspx>).

(5) Accept WRSS equipment when offered as a TSRP replacement. WRSS transactions can only be declined after coordination with 19th ESC SPO and written justification for non acceptance is approved by Eighth Army.

f. MSC-K will:

(1) Validate candidate listing for available Man Yr and parts cost analysis NLT 30 Dec.

(2) Review the TSRP Master Induction Schedule and prepare production schedule based upon available manpower, capability, and capacity. Submit the final production schedule within 30 days of receipt of the TSRP Master Induction Schedule to CDR, 19th ESC (EANC-DGM-MAD), APO AP 96218-5015.

(3) Perform Quality Assurance/Quality Control on all TSRP assets with PQDRs IAW Appendix F.

(4) Submit the reports identified in Appendix G within the specified periods to CDR, 19th ESC (EANC-DGM-MAD).

(5) Inspect equipment inducted for TSRP within three working days of induction to determine the completeness and overall condition code. Ensure the Communication and

Electronic (C&E) Division is involved in the TI for equipment turned-in with installation kits or other C&E items. Condition Codes (CC) are defined in AR 725-50.

(6) Notify the unit and the 19th ESC SPO POC if the joint TI reveals the cost of repair to exceed the current MEL.

(7) Close the work order and return the equipment to the unit if the unit fails to obtain the MEL waiver from USARPAC.

(8) Prepare a Supply Deficiency Report (SDR) if the total cost of missing items exceeds \$500.00.

(9) Process the SDRs not resolved within 15 days to 175th Finance Battalion for direct reimbursement of the missing parts.

(10) Notify 19th ESC SPO (EANC-DGM-MAD) when:

(a) A TSRP asset has not been received IAW the induction schedule.

(b) A received asset is classified as Condition Code "H" or "P".

(c) A TSRP item is projected to exceed the MEL waiver.

(11) Serve as the Eighth Army Equipment Inspection Agent for the inspection of all equipment transferred to and from APS-4 and WRSS under the TSRP. Units located at Camp Carroll can coordinate with 19th ESC SPO to inspect equipment being transferred from WRSS.

2-3. Theater Sustainment Repair Program (TSRP) Support to The U.S. Air Force

TSRP funds are allocated by Eighth Army and are primarily intended to maintain Eighth Army Equipment. However, IAW the MOA between the United States Army and the United States Air Force for Army/Air Force Liaison Support, dated 23 January 2008 and AR 115-10, Weather Support to the U.S Army, the supported Army unit will provide logistical and maintenance support. Army units with Air Force units directly supporting them will include Air Force equipment into the TSRP induction schedule as required. These Air Force units will not be required to submit a separate forecast or induction schedule. The Air Force will not be charged for parts or labor for those units covered by the MOA or AR 115-10 when submitting equipment as TSRP. US Air Force equipment submitted under the TSRP will only use the Maintenance Transaction procedures and not authorized for WRSS replacement.

2-4. Theater Sustainment Repair, and Return (TSRR)

TSRR is unscheduled sustainment level maintenance performed by MSC-K where only those deficiencies and shortcomings identified by the unit are corrected after which the equipment is returned to the unit. TSRR is normally funded by the owning unit. When Air Force equipment is submitted as TSRR, the supported Army unit is responsible for reimbursing MSC-K for the cost of repair parts. Labor will not be charged for TSRR of Eighth Army units.

Chapter 3

War Reserve Sustainment Stock (WRSS) Program

3-1. War Reserve Sustainment Stock (WRSS) Policies

The WRSS program is managed by 19th ESC and the equipment maintained by AFSBn-NEA

under the leadership of 403rd AFSB. The program is designed to maintain and sustain unit (CL VII) operational readiness by providing limited one-for-one equipment replacement for select unit equipment entering TSRP. The following guidelines apply:

a. Eighth Army ICW the 19th ESC SPO has an annual requirement to provide DAG3 a TSRP schedule for the next FY and a projected TSRP 5-Year Plan. The TSRP 5-Year Plan will also indicate the anticipated WRSS assets required to support 1 for 1 TSRP replacements.

b. Eighth Army has a standing priority for issuing WRSS assets against TSRP inductions. Priority of fill is: 2d Infantry Division (2ID), 35th Air Defense Artillery Brigade (ADA), and all other MSCs.

c. Notification from the 19th ESC SPO that a WRSS asset is available to replace a TSRP candidate constitutes a directive from Eighth Army to utilize the WRSS program. Identified units will conduct WRSS transactions IAW the guidelines and processes depicted within this pamphlet.

3-2. War Reserve Sustainment Stock (WRSS) Responsibilities

The following organizations serve as key players in the WRSS process and are responsible for the actions stated. These WRSS responsibilities are established by agreement between Eighth Army, AFSBn-NEA, 19th ESC and MSC-K.

a. 19th ESC will:

(1) Notify AFSBn-NEA and MSC-K D/QM of the intent to draw WRSS assets NLT 45 days prior to Required Delivery Date (RDD) and provide all necessary documentation required to complete the transaction in a timely manner.

(2) Notify units scheduled to receive the WRSS asset NLT 45 days prior to RDD.

(3) Develop, maintain and share with Eighth Army G4, AFSBn-NEA and MSC-K a tracking document to track all equipment approved for release from WRSS. 19th ESC will work with AFSBn-NEA and MSC-K to ensure the format and template of the tracking document meets the needs of all the organizations. As a minimum the document will track key stages of the WRSS replacement process and include item type, NIIN, serial number, issue document number, TSRP job order number and current TSRP status. Frequency of this document being updated and distributed will be a minimum of twice monthly.

(4) Release TSRP/WRSS equipment from the Manager Review File (MRF) within four work-hours of entry.

b. As agreed AFSBn-NEA will:

(1) Coordinate the joint inspection of all AMC approved WRSS issue items with MSC-K. Inspection must be completed before the first workday of the expected issue month.

(2) Deliver AMC approved WRSS issue items to MSC-K at TM10-20 standard.

(3) Release AMC approved WRSS items to MSC-K as soon as MSC-K inspects and accepts the condition of the equipment.

(4) Accept replacement equipment repaired by MSC-K using TSRP and meeting TM10-20 standard. Equipment must be of the same NSN and be in the same configuration as the item

issued from WRSS unless approved in advance by Eighth Army and AMC.

c. MSC-K will:

(1) Inspect all WRSS equipment being processed for release to Eighth Army units and accept only those items that meet TM10-20 standard.

(2) Work with AFSBn-NEA to coordinate the inspection and acceptance of equipment so that transfer of equipment occurs prior to close of business on the first work day of the expected issue month.

(3) Plan and execute the movement of all accepted WRSS equipment to the supporting SSA using the most expeditious but cost effective means available. Execute the move as soon as verification is received that the unit has turned-in the TSRP equipment to its supporting SSA.

(4) Repair equipment received using the "TSRP Supply" process using approved TSRP standards and when completed coordinate the joint inspection of and return of equipment to WRSS.

(5) Store TSRP completed WRSS equipment that is to be re-issued to a unit with 120 days. Conduct monthly operator level PMCS on equipment and re-inspect if longer than 10 days prior to issuing.

(6) If a WRSS item is kept at MSC-K for an upcoming TSRP supply action (120 days maximum) and the item develops a new maintenance fault, notify 19th ESC MRB to generate new Work Order under TSRR for repair, and funded by TSRP.

3-3. Routine War Reserve Sustainment Stock (WRSS) Issue Procedures

The following procedures and responsibilities are established to ensure a streamlined and timely exchange of TSRP candidates with WRSS assets. A WRSS flow chart illustrating the process from start to finish is shown in Appendix I of this pamphlet. The WRSS issue process was established by agreement between Eighth Army, AFSBn-NEA, 19th ESC and MSC-K.

a. 19th ESC SPO will notify AFSBn-NEA and MSC-K D/QM of the intent to draw WRSS assets NLT 45 days prior to Required Delivery Date (RDD). Provide all necessary documentation required to complete the transaction in a timely manner.

b. Notify the unit scheduled to receive the WRSS asset NLT 45 days prior to the RDD.

c. The unit's SSA will notify 19th ESC MRB once the TSRP equipment has been received and processed in Standard Army Retail Supply System (SARSS). 19th ESC MRB will notify 19th ESC SPO Supply (RIC-GEO) to release the TSRP equipment in the Manager Review File (MRF) and WET to prepare for receipt of the equipment.

d. WET will process equipment received under TSRP "Supply Transaction" into SARSS within four work-hours of actual arrival of the equipment. 19th ESC Supply will then have four hours to release it from the MRF and WET has an additional four hours to open a TSRP job order with MSC-K's Directorate for Maintenance. On completion of TSRP, the asset will be returned to WET and 19th ESC will direct an issue/transfer from WET to WRSS.

e. The TSRP candidate processed through Supply Action will be turned in to the unit's supporting SSA less Component of End item (COEI) [example: APU on the M577], Basic Issue

Items (BII), bows, canvas, racks, communication systems and unit added items that are not permanently affixed to the item. **These items will not be issued with the replacement end item.** MSC-K will process an SDR for the TSRP turn-in if the total cost of missing items exceeds \$500.00. Units will have 15 days from SDR notification to resolve the matter of missing parts. If the customer unit fails to resolve the matter within the allotted 15 days, MSC-K will forward a copy of the SDR and Technical Inspection (TI) under a letter of transmittal to 175th Finance with a duplicate copy to the MSC RM office. 175th Finance will process a cost transfer from the customer unit to MSC-K for the total amount of the SDR.

f. AFSBn-NEA coordinates the inspection of WRSS assets with MSC-K. Once the WRSS asset is determined to be acceptable and the customer's SSA notifies MSC-K of receipt of unit TSRP asset, MSC-K signs for equipment from AFSBn-NEA then prepares and ships the asset to the customer unit's supporting tactical SSA (e.g. SP51, SP52, 2ID) for issue to the customer unit.

g. The customer unit's supporting tactical SSA's Accountable Officer will notify the customer of the asset's arrival and issue the item using the DD Form 1348-1 (MRO generated by LCMC that accompanies the shipment). The gaining tactical SSA WILL NOT process the receipt into SARSS-1 unless there is a matching due-in record on the activity file. The gaining tactical SSA will ensure manual records of the transactions are maintained IAW applicable guidelines, policies and regulations.

h. The gaining unit's PBO will ensure property is recorded in PBUSE. The PBO will select the PBUSE Automated Transactions Processing (AWRDS) process from the Interfaces menu to process the file electronically supplied by WRSS. The PBO can view and validate the data included in the file prior to processing. PBOs will notify the 19th ESC MRB, Supply, and WRSS when the transaction is completed.

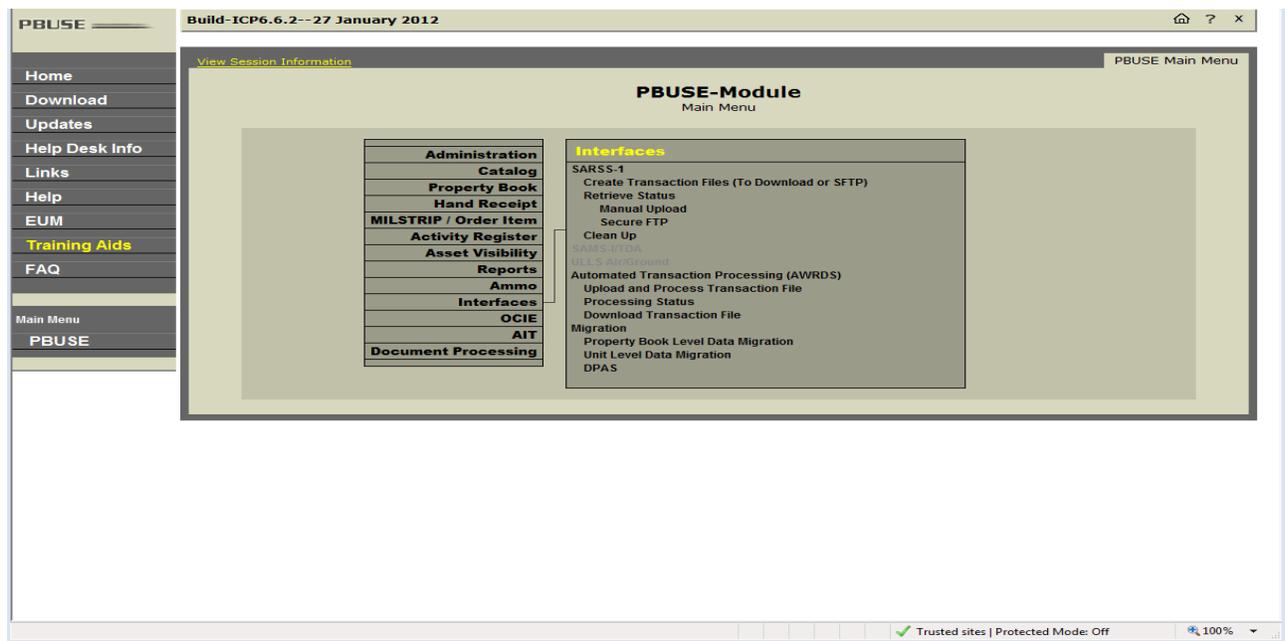


Figure 3-1. Screen Shot of PBUSE Automated Transaction Processing

Appendix A References

Section I. Required and Related Publications

AR 11-2, Managers' Internal Control Program

AR 115-10, Weather Support for the U.S Army

AR 702-11, Army Quality Program

AR 710-1, Centralized Inventory Management of the Army Supply System

AR 710-2, Supply Policy below the National Level

AR 725-50, Requisitioning, Receipt, and Issue System

AR 735-5, Policies and Procedures for Property Accountability

AR 735-11-2, Reporting of Supply Discrepancies

AR 750-1, Army Materiel Maintenance Policy

DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)

DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures

DA Pam 750-8, The Army Maintenance Management System (TAMMS) Users Manual

Supply Bulletin 700-20, Army Adopted/Other Items Selected for Authorization/List of Reportable Items

Technical Bulletin 43-0002 Series, Maintenance Expenditure Limits

Technical Bulletin 750 Series, Maintenance of Supplies and Equipment

MOA between the United States Army and the United States Air Force for Army/Air Force Liaison Support, Dated 23 January 2008

Section II. Referenced Forms

DA Form 2408-9 Equipment Control Record

DA Form 2407/2407E Maintenance Request

DA Form 2765-1 Request for Issue Or Turn-In

DA Form 5990E Maintenance Request (EGA)

DD Form 1575 Suspended Material Tag

DD Form 2332 Product Quality Deficiency Report Exhibit

MSC-K Form 545 Equipment Checklist

SF Form 368 Product Quality Deficiency Report

Appendix B

Theater Sustainment Repair Program Fiscal Year (FY) Requirement Forecast

Procedures for submission of FY requirements are as follows:

- a. A thorough analysis of repair requirements for upcoming year must be accomplished based on historical data and should consider mission, unit readiness, exercises schedule, etc.
- b. Requirements must meet criteria as stated in Appendix C.
- c. Major Subordinate Commands (MSCs) must furnish their subordinate units' requirements on separate listings rather than consolidating in a single listing. This is necessary to properly identify the owning unit and their supporting Field Maintenance and Supply activity.
- d. All requirements must be submitted with serial number and registration number of the equipment, owning unit, owning unit name/UIC, supporting Field Maintenance activity and SSA. Equipment submitted without the information above will not be added by 19th ESC to the TSRP Induction schedule.
- e. Telephonic submissions will not be accepted. Requirements must be submitted with a cover letter bearing the signature of the MSC commander or designated representative.
- f. Requirements submitted later than the suspense date will be considered for inclusion in the FY TSRP only after all other units' requirements have been scheduled into the TSRP.
- g. Actual TSRP inductions begin one month prior to the start of the FY and end one month prior to the end of FY.

Appendix C

Theater Sustainment Repair Program Induction Candidate Guidelines

The equipment listed below has been approved for nomination for TSRP. Equipment must meet one or more of the conditions listed since last TSRP or depot level repair to qualify for nomination. Final authorization of the Fiscal Year's TSRP Induction Candidate Listing may be further restricted due to projected funding and MSC-K projected Man-hours availability to support the program. Exception to this policy may be submitted through 19th ESC SPO (EANC-DGM-MRB), Unit # 15015, APO AP 96218-5015 to Eighth Army G4.

a. Vehicles.

(1) Combat Vehicles.

- (a) 5,000 miles or 5 years for M1, M113 FOV, M2/M3 BFV series vehicles.
- (b) 4,000 miles or 5 years for M88, AVLB, MLRS, self-propelled artillery series vehicles.
- (c) Combat vehicles in poor condition that do not meet the requirements above may be nominated with appropriate justification from the unit commander.

(2) Wheeled Vehicles.

- (a) 40,000 miles or 5 years for 1-1/4 ton and below.
- (b) 30,000 miles or 5 years for 2-1/2 ton and above.
- (c) Wheeled vehicles in poor condition that do not meet the requirements above may be nominated with appropriate justification from the unit commander.

b. Armament. All types of armament (machine guns, rifles, mortars, grenade launchers, and bipods) are candidates for TSRP. The owning unit and/or supporting Field Maintenance Activity will determine if the condition of the equipment warrants induction into TSRP.

c. Construction, General and Marine Equipment. Construction, General and Marine Equipment may be nominated 30 months since the last TSRP or depot level repair.

d. Commel. The owning unit and/or supporting Field Maintenance Activity will determine if the condition of the equipment warrants induction into TSRP. Determination should be based primarily on extensive of repetitive maintenance problems.

e. Containers. Unit owned containers in need of extensive repairs may be nominated 5 years since the last TSRP or depot level repair.

Note: Unique items such as off the shelf items may be outside MSC-K's capability to repair; for example MSC-K can repair the trailer of the "Trailer Mounted Welding Shop Set (TMWSS) 4940-01-454-9877" but not the components within the trailer i.e.; Miller Welding Equipment.

Appendix D

Theater Sustainment Repair Program Induction – Supply Action

D-1. Unit

a. The Unit will remove and retain all Component of End item (COEI) [example: APU on the M577], Basic Issue Items (BII), bows, canvas, racks, communication systems and unit added items that are not permanently affixed to the Theater Sustainment Repair Program – Induction Candidate (TSRP-IC) (**These items will not be issued with the replacement end item**).

b. If the vehicle is equipped with a Command, Control, Communications, and Computers Information System (C4IS) installation kit that is above the unit's capability to remove and install, notify the TSRP managers so that special arrangements can be made with MSC-K's Communication & Electronic Division to have the equipment removed and reinstalled on the replacement vehicle.

c. The BSB/SBDE Maintenance Activity that supports the unit will inspect the Theater Sustainment Repair Program – Induction Candidate (TSRP-IC) to ensure that all items required to be retained at the unit are removed and that no more than \$500 of repair parts is missing.

Note: The unit will be charged by MSC-K Directorate of Maintenance for **ALL** missing repair parts if the \$500 allowance is exceeded).

d. Once the inspection is complete, obtain a turn-in document number from the Property Book Officer, turn-in the TSRP-IC along with the TRSP Packet (see paragraph D-4) to the unit's supporting Supply Support Activity (SSA), and drop it from the unit's property book. A replacement item will be shipped through the SSA to the unit.

D-2. Supply Support Activity

The SSA will accept the TSRP-IC under project code "PNT" and within 24 hours of TSRP-IC receipt, coordinate with 25th Trans the expedited movement of TSRP-IC to MSC-K SSA (WET).

D-3. MSC-K Supply Support Activity (WET)

WET will submit the TSRP-IC to MSC-K maintenance on a work order within 8 work hours of actual arrival of the equipment. WET will close the work order when repairs are completed and contact 19th ESC TSRP Managers to coordinate transfer of equipment into WRSS.

D-4. Packet

Each TSRP Supply Action packet will contain the following items:

- a. MSC-K Form 545 "Equipment Checklist".
- b. A copy of the "Upcoming Theater Sustainment Repair Program (TSRP) Inductions" memorandum listing the item.
- c. Maintenance & Inspection Worksheet performed by FSC/BSB/SBDE Maintenance Activity.
- d. DA Form 2408-9 – Equipment Control Record.
- e. AOAP Records (if required).
- f. Retention Statement for BII and Removable Items.

- g. Missing Parts Statement (As needed).
- h. Damage Statement Memorandum (for damage beyond fair wear and tear).
- i. A copy of the DA Form 2765-1 Turn-in Document (with turn-in document number).

Appendix E

Theater Sustainment Repair Program Induction – Maintenance Action

E-1. Unit

a. The Unit will remove and retain all Component of End item (COEI) [example: APU on the M577], Basic Issue Items (BII), bows, canvas, racks, communication systems and unit added items that are not permanently affixed to the TSRP-IC.

b. Submit a work order listing the required repair as “TSRP” along with the TRSP Packet (see paragraph E-3) to the supporting BSB/SBDE Maintenance Activity.

c. Ensure no more than \$500 in repair parts is missing from the vehicle as listed on the inspection sheet from the BSB/SBDE Maintenance Activity. If the \$500 allowance is still exceeded when the TSRP-IC arrives at MSC-K, the unit will be charged by MSC-K Maintenance for **ALL** missing repair parts.

E-2. BSB/SBDE Maintenance

a. The BSB/SBDE Maintenance Activity that supports the unit will inspect the TSRP-IC to ensure that all items required to be retained at the unit is removed and that no more than \$500 of repair parts is missing. Inspectors must annotate all missing components/parts.

b. Within one duty day (8 work hours) of actual receipt of the TSRP-IC, the FSC/BSB/SBDE Maintenance Activity will coordinate expedited evacuation to MSC-K Directorate for Maintenance.

E-3. Theater Sustainment Repair Program Packet

Each TSRP Maintenance Action packet will contain the following items:

- a. MSC-K Form 545 Equipment Checklist”.
- b. DA Form 2407/2407-E or 5990E – Unit Level Maintenance Request.
- c. A copy of the “Upcoming Theater Sustainment Repair Program (TSRP) Inductions” memorandum listing the item.
- d. Maintenance & Inspection Worksheet performed by FSC/BSB/SBDE Maintenance Activity.
- e. DA Form 2408-9–Equipment Control Record.
- f. AOAP Record (if required).
- g. Retention Statement for BII and Removable Items.
- h. Missing Parts Statement (As needed).
- i. Damage Statement Memorandum (for damage beyond fair wear and tear).

***MAINTENANCE ACTION CHANGED TO SUPPLY ACTION**

On occasion, a WRSS asset may come available only after the TRSP candidate is already inducted into TSRP and repairs started. Eighth Army G4 will consider input from the MSC, 19th

ESC MRB and MSC-K and make the final decision on whether to continue the repair as a “Maintenance Action” or replace the item using WRSS. When replacement is decided add the following to procedures E-1 ~ 3 above:

E-4. 19th ESC

19th ESC MRB will notify the owning unit to close the work order, submit a Turn-In document and drop the item from the unit’s property book. Provide the Turn-In document to MSC-K WET with instructions to process the document into SARSS and open a work order with MSC-K Maintenance to continue work on the equipment. Provide the required documentation to WRSS along with instructions on where to ship the item.

Appendix F Processing Product Quality Deficiency Reports (PQDRs)

The following procedures apply for processing PQDRs for all assets repaired or maintained at MSC-K:

- a. Verify that defective items were repaired and/or maintained by MSC-K.
- b. Tag the PQDR Exhibit (DD Form 2332) to the defective item with the DD Form 1575 (Suspended Material Tag).
- c. Mark all exhibits with chalk or grease pen, "PQDR Exhibit" (recommend markings be in English & Korean). The letters must be large enough that exhibits are visible from far away. PQDR exhibits must be segregated from all other materials. DO NOT tamper with an exhibit. Doing so may result in negative findings by the investigation team against the supporting Field maintenance activity/PQDR initiator.
- d. Maintain a file of all documents shipped with components and enclose a copy with PQDR exhibits.
- e. Category I and Category II PQDRs shall be reported electronically: By message or electronic mail (e-mail), using the Standard Form 368 message or e-mail format or an electronic facsimile of the Standard Form 368. Reports should include copies of supporting documentation as evidence and contain relative information to the investigation.
 - (1) Category I PQDRs must be forwarded electronically within 24 hours. When the urgency exists, transmit by oral communication first (MSC-K: 765-7225/4022) and confirm by facsimile (MSC-K: 765-8899).
 - (2) Category II PQDRs must be forwarded electronically within three days utilizing the same procedures as for Category I PQDRs.
 - (3) Send the original Standard Form 368 (hard copy) as soon as possible to CDR, MSC-K (EANC-MSK-QA), APO AP 96260-5384.
- f. Ensure that the name, title, phone number, and e-mail address of the point of contact, as well as the location of the exhibit are on the form.
- g. Submit an information copy of each PQDR to the CDR, 19th ESC (EANC-DGM-MRB), Unit #15015, APO 96218-5015 or by Fax 768-8240.
- h. Enclose an additional copy of the PQDR with the exhibit and forward to MSC-K as directed by the Liaison and/or investigation team. The exhibit should be received by MSC-K within 15 days after receipt of the PQDR.
- i. Upon receipt of the PQDR, the investigation team will have 15 days to respond to the initiator with its findings.
- j. The investigation team will consider the PQDR as "Informational" and will maintain a history file until the exhibit is received at MSC-K.

Appendix G

Theater Sustainment Repair Program Reports

Specific Instructions: The following reports will be submitted to CDR, 19th ESC (EANC-DGM-MAD), APO AP 96218-5015 by the Director of Maintenance, MSC-K or posted on the portal at <https://8army.korea.army.mil/sites/19eSC/msck/MaintDir/default.aspx>:

- a. TSRP Completed Work Order Data on a monthly basis, NLT the 10th of the following month.
- b. TSRP Standard/Actual labor hours and Parts Cost Data on a quarterly basis NLT two weeks prior to the beginning of each quarter.
- c. TSRP Delinquent Induction Data on a monthly basis NLT the last duty day of each month.
- d. The Quarterly TSRP Funding Data on a quarterly basis NLT the 10th of the following quarter.

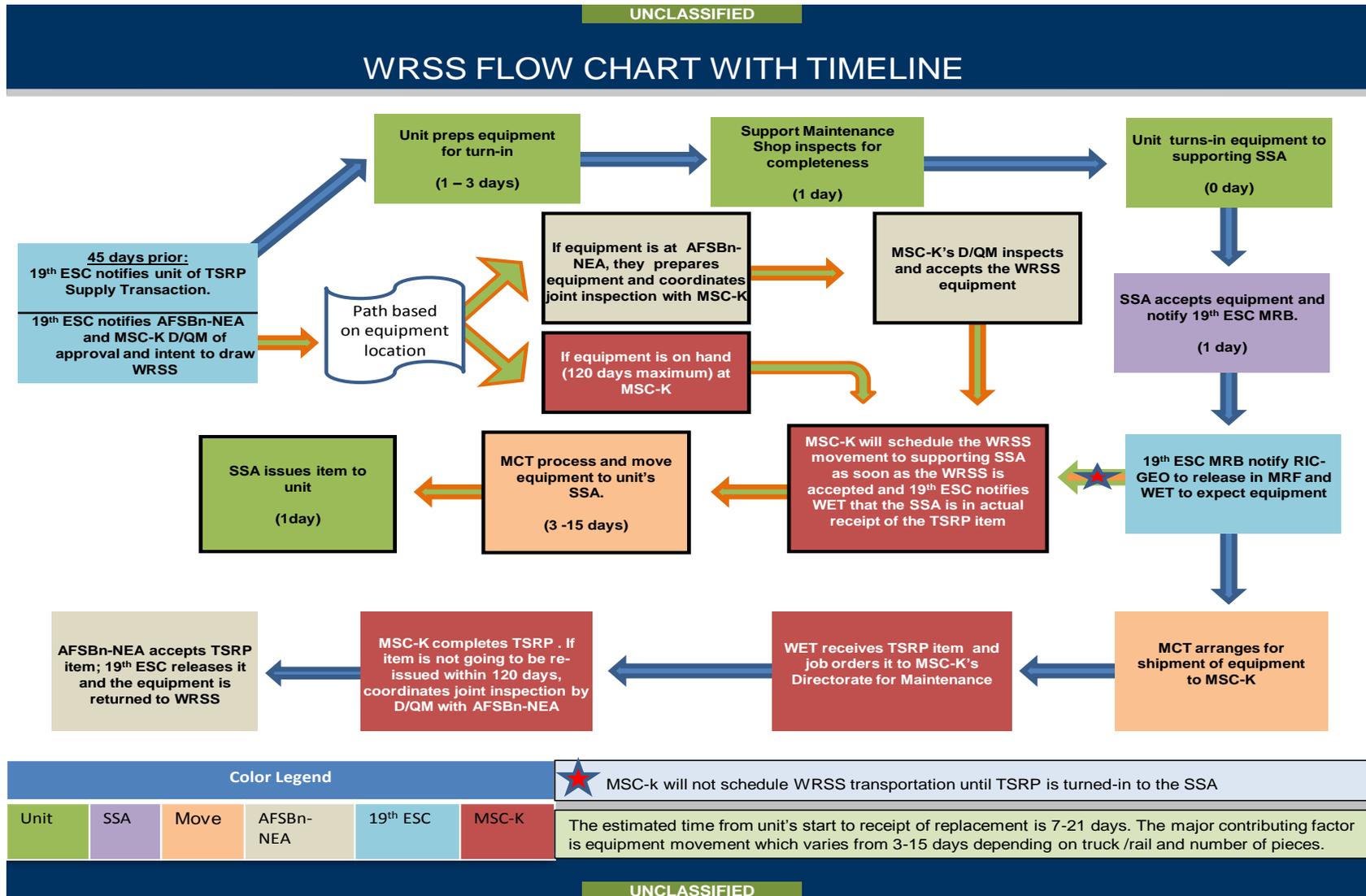
Appendix H
Example DA Form 2765-1

Prepare and submit a DA Form 2765-1 for each WRSS request for turn-in with specific entries as follows:

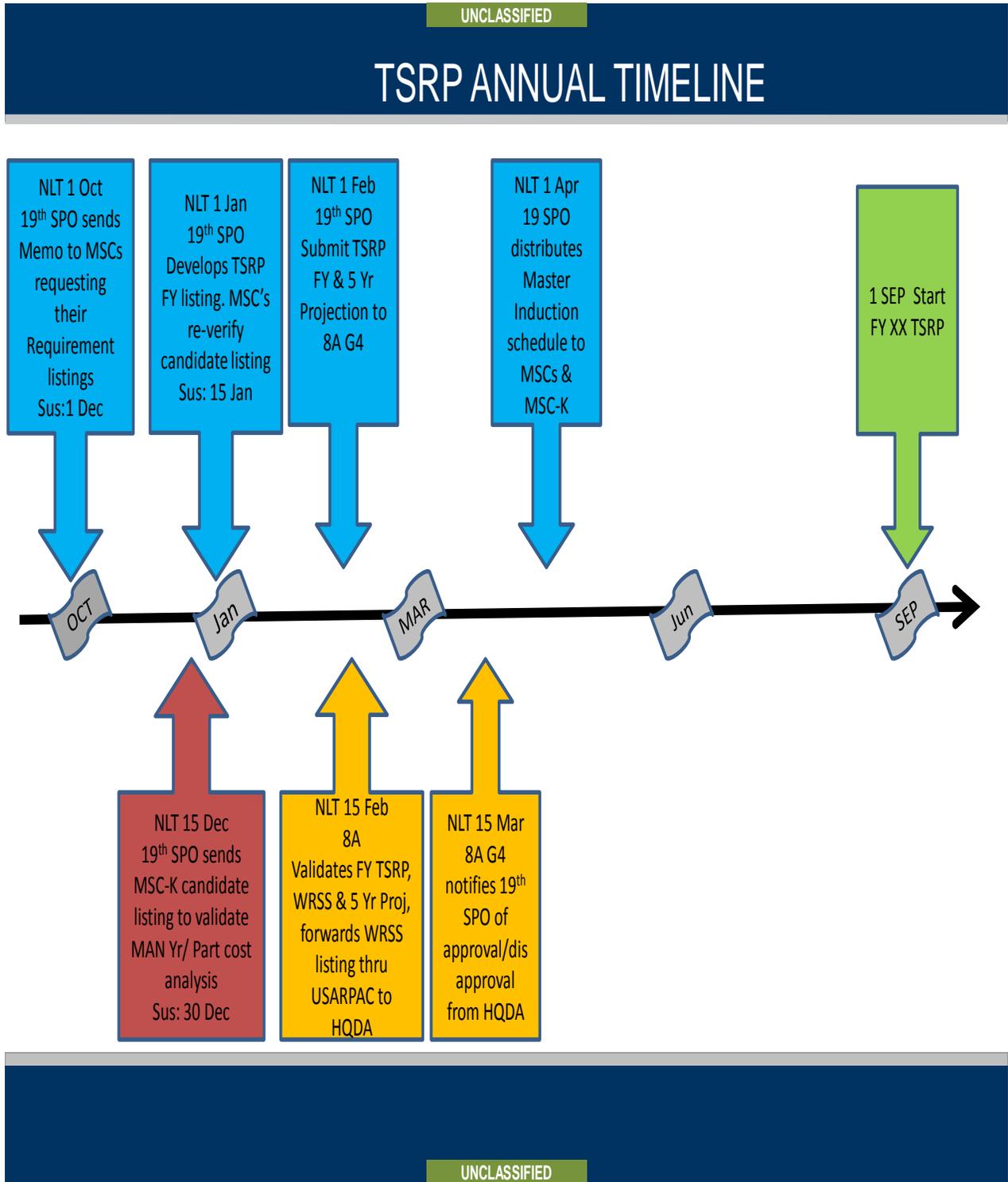
- a. SEND TO: MSC-K's SSA Information.
- b. REQUEST IS FROM: Unit making the request.
- c. DOC IDENT: D6Z.
- d. FSC and NIIN: Enter NSN of asset being turned-in.
- e. UNIT OF ISSUE: Enter Unit of Issue.
- f. QUANTITY: Enter Quantity being turned-in.
- g. DOCUMENT NUMBER: Provided by PBO.
- h. COST DETAIL ACCOUNT NUMBER: Enter LIN of the item being turned-in.
- i. PROJECT CODE: PNT (represents turn-in against request for a WRSS asset).
- j. PRIORITY: High Priority, based on units FAD.
- k. ITEM DESCRIPTION: Nomenclature, Model, Serial # and USA # (if Applicable).
- l. PUBLICATION DATA: Enter the WRSS Request for Issue Document Number.

DA FORM 2765-1 APR 76	DOC IDENT	ROUT IDENT	FSC	FIN	ADD	UNIT	QUANTITY	SVC	REQUISITIONER	DATE	SERIAL	DEH	SVC	SUPPLEMENTARY	FUND	DISTRIB	PROJECT	PRI	REDEL	ADV	STAT
			STOCK NUMBER						DOCUMENT NUMBER					ADDRESS							
SEND TO:	Accountable Officer, W90DGT; MSC-K SARSS1, BLDG# 611; CL VII STOR ACTV; UNIT# 15384; APO AP 96260-0286; DSN: 765-8221										REQUEST IS FROM: HHT 4-2 AVN, CP HUMPHREYS, WJET0										
A	DOC IDENT	RI-TO	SUF	DOC IDENT	ROUTING IDENTIFIER	M	FSC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY										
	1	2	3	4	5	6	44	1	2	3	4	5	6	7	8	9	10	11	12	13	14
				D 6 Z				1 0 0 5	0 0 3 2 2 9 7 1 5	E A	0 0 0 0 1										
C	SVC	REQUISITIONER	DATE	SERIAL	DEM AND SVC	15. SUPPLEMENTARY ADDRESS	SVC	SIGNAL	COST DETAIL ACCOUNT NUMBER	UNIT PRICE	TOTAL PRICE										
	9	10	11	12	13	14	15	16	LIN # T61494	34,775.00	34,775.00										
	W 8 1 C U F 0 1 1 0 7 8 0 9 N								ITEM DESCRIPTION												
									MACHINE GUN, CALIBER .50 / M2 / 123456 / USA789												
	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	FUNDED	NON-FUNDED		PUBLICATION DATA												
	17	18	19	20	21	G	I		TURN-IN ASSET against RFI Document Number W81CUF01197808												
			PNT	03		EXP	NON-EXP														
	ADVICE	MCS CODE	ISSUED	DATE POSTED	INIT																
	22		Q	T	INIT																
			R	U	INIT																
	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	K	S	V	SIGNATURE	
	DOC IDENT	ROUT IDENT	FSC	FIN	ADD	UNIT	QUANTITY	SVC	REQUISITIONER	DATE	SERIAL	DEH	SVC	SUPPLEMENTARY	FUND	DISTRIB	PROJECT	PRI	REDEL	ADV	STAT
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	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651
	652	653	654	655	656	657	658	659	660	661	662	663									

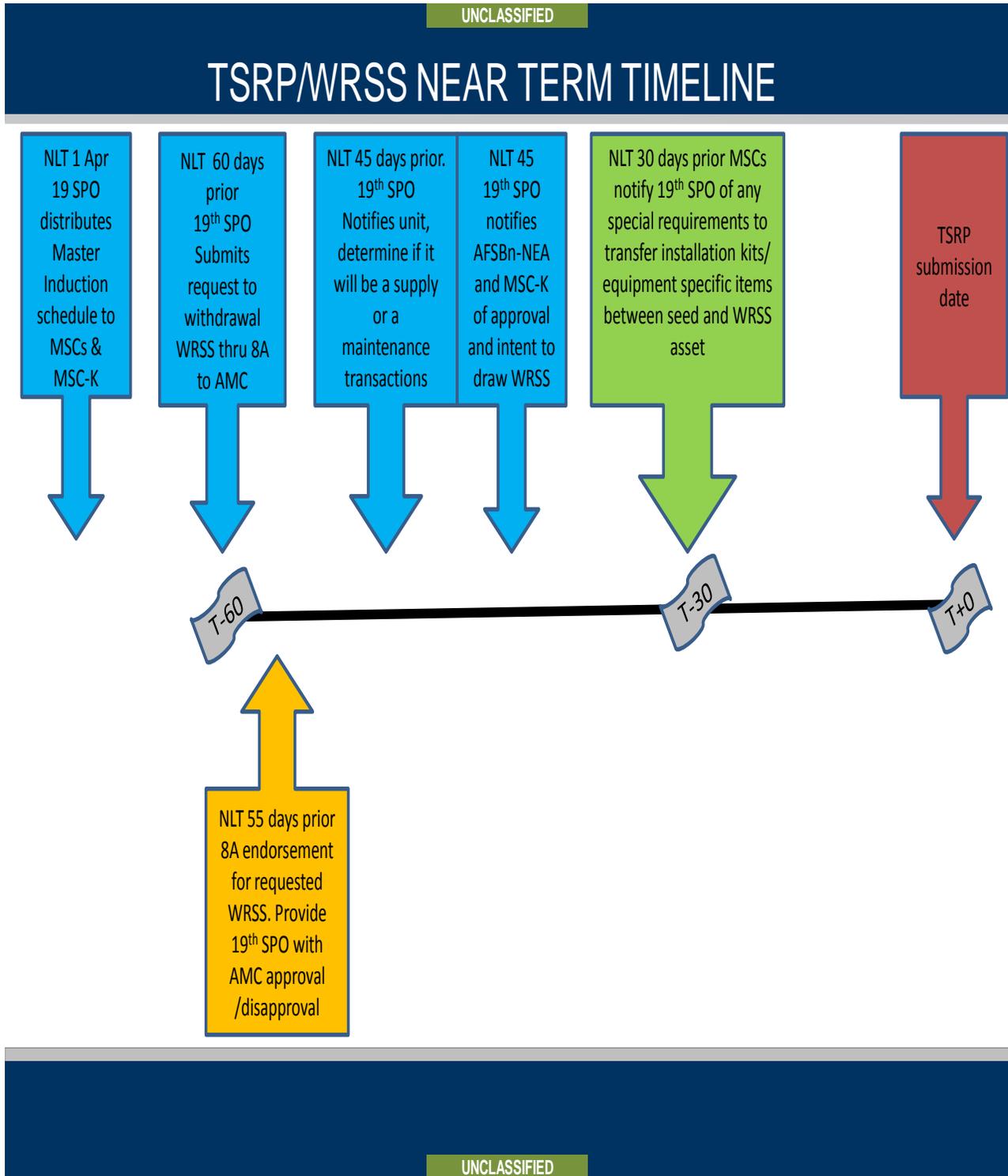
Appendix I
War Reserve Sustainment Stock Flowchart



**Appendix J
Theater Sustainment Repair Program Annual Timeline**



**Appendix K
TSRP/WRSS near Term Timeline**



Glossary

Section I. Abbreviations

19th ESC	19th Expeditionary Sustainment Command
2ID	2nd Infantry Division
35th ADA	35th Air Defense Artillery
AOAP	Army Oil Analysis Program
BII	Basic Issue Item
BSB	Brigade Support Battalion
CC	Condition Code
COMMEL	Communications Electronic Equipment
FSC	Forward Support Company
IROAN	Inspect and Repair Only as Necessary
ISSA	Inter-service Support Agreement
MEL	Maintenance Expenditure Limit
MRO	Material Release Order
MSC	Major Subordinate Command
MSC-K	Material Support Center – Korea
MTOE	Modification Table of Organization and Equipment
NLT	no later than
PQDR	Product Quality Deficiency Report
R&R	Repair and Return
SARSS	Standard Army Retail Supply System
SBDE	Sustainment Brigade
SDR	Supply Deficiency Report
SSA	Supply Support Activity
TAT	Turn Around Time

TDA	Table of Distribution and Allowance
TI	Technical Inspection
TLRT-M	Total Logistics Response Time-Maintenance
TSRR	Theater Sustainment Repair and Return
TSRP	Theater Sustainment Repair Program
WRSS	War Reserve Sustainment Stocks

Section II. Terms

Condition Code (CC). Classification of an asset determined by Technical Inspection performed. CC "H" is unserviceable (condemned) material, which does not meet repair criteria and contains no components or assemblies of value. CC "P" is unserviceable (reclamation) material determined unserviceable or uneconomically repairable as a result of physical inspection, tear down, or engineering decision.

Delivery Schedule. The average time a contractor will take to repair/overhaul an asset, as specified in the contract.

Inspect and Repair Only as Necessary (IROAN). The concept under which equipment in the TSRP is repaired by MSC-K.

Inter-Service Support Agreement (ISSA). A joint understanding between U.S. Forces serving in Korea on their utilization of the TSRP for repair of their equipment.

Maintenance Expenditure Limit (MEL). Total allowable one-time cost to restore an item to a fully serviceable condition.

Product Quality Deficiency Report (PQDR). An official report (SF 368) submitted by unit or supporting Field maintenance activity upon receipt of repaired equipment or assemblies that have maintenance discrepancies.

Repair and Return (R&R). A maintenance process in which an item of equipment is turned in for either scheduled or unscheduled maintenance and, upon completion, returned to the owning unit.

Standby Assets. Repairable assets exceeding production capability/capacity of MSC-K or Depot Contractor, that are identified and may be repaired if additional capability/capacity becomes available.

Supply Deficiency Report. Report identifying shortages (major assemblies, components, etc.) with the associated CL VII assets received at SSA/SP, Contractor, or MSC-K.

Supply Point (SP). A Supply Support Activity (SSA) which processes requisitions and provides an evacuation/return point for TSRP equipment.

Technical Inspection (TI). The inspection of an asset to determine its maintenance condition or classification.

Theater Sustainment Repair Program (TSRP). An Eighth Army funded scheduled cyclic maintenance program, tracked by end item serial number, for IROAN level repair of equipment. The principle of TSRP is to reduce unscheduled “Field” and “Sustainment” maintenance, increase equipment service life and improve unit readiness.

Theater Sustainment Repair and Return (TSRR). Unscheduled maintenance performed by MSC-K where only those deficiencies and shortcomings identified by the unit are conducted. TSRR is normally funded by the owning unit.

Turn Around Time (TAT). The period of time that elapses between the time that a maintenance organization accepts work order, followed by accomplishment of the work and the time at closeout of the work order.

Total Logistics Response Time - Maintenance (TLRT-M). The period of time that elapses between the time an item of equipment or component becomes unserviceable and the time that the item or component is returned to a serviceable status after receiving requested maintenance repair or services.